

**BYLAWS OF THE  
GALLATIN COUNTY DUI TASK FORCE**

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# BYLAWS OF THE GALLATIN COUNTY DUI TASK FORCE

## ARTICLE ONE

### Creation of Task Force

**Section 1. Statutory Authority.** The Gallatin County DUI Task Force is established under the Montana Highway Traffic Safety Program, Title 61, Section 2, Part 1 of the Montana Code Annotated.

**Section 2. Creation of Task Force.** The Gallatin County DUI Task Force was created on March 1, 1984 by the Gallatin County Commission.

## ARTICLE TWO

### Statutory Powers and Duties of the DUI Task Force

**Section 1. Powers and Duties.** The Gallatin County DUI Task Force has the powers and duties provided in Section 61-2-106 MCA.

**Section 2. Purpose.** The Purpose of the Task Force is to:

- (a) prevent driving while under the influence of alcohol;
- (b) reduce alcohol-related traffic accidents; and
- (c) educate the public on the dangers of driving after consuming alcoholic beverages or other chemical substances that impair judgment or motor functions.

## ARTICLE THREE

### Task Force Composition

**Section 1. Members.** The Task Force is composed of Members, consisting of up to twelve (12) citizens of Gallatin County appointed by the County Commissioners (Citizen Members) and one representative from each of the following entities:

- 1) Bozeman Police Department
- 2) Gallatin County Sheriff's Office
- 3) Belgrade Police Department
- 4) Manhattan Police Department
- 5) Montana State University Police Department
- 6) Three Forks Marshall's Office
- 7) West Yellowstone Police Department
- 8) Montana Highway Patrol
- 9) Gallatin County Attorney's Office
- 10) Bozeman City Attorney's Office
- 11) ASMSU representative

12) Alcohol and Drug Services of Gallatin County representative

**Section 2. Terms.** Terms of office for Citizen Members appointed by the County Commissioners is four (4) years. The Members shall voluntarily stagger terms for service at the initial meeting after adoption of these Bylaws. Terms shall be staggered at the first meeting by Directors drawing lots for 2 two year terms, 2 three year terms and 3 four year terms. After the initial terms, Members that have been re-appointed or their specific replacement shall serve four year terms. The beginning and end of all terms shall be based on the fiscal year.

**Section 3. Absenteeism.** The proper functioning of the Task Force is seriously impaired by the absence of its Members. If a Citizen Member has three consecutive unexcused absences from regularly scheduled meetings during a twelve-month period, the appointing governing body shall be informed and a replacement requested.

**Section 4. Vacancies.** Citizen Member vacancies shall be filled by the appointing governing body for the unexpired portion of the term.

**Section 5. Compensation.** Members are not compensated other than for necessary expenses approved by the majority of the Task Force as determined by a quorum unless otherwise directed by the Task Force or Gallatin County Commissioners.

**Section 6. Conflict of Interest.** A transaction in which any Member has a conflict of interest may be approved in advance by the vote of the Task Force, if the material facts of the transaction and the Officer's interest are disclosed or known to the Task Force approving the transaction in good faith reasonably believe that the transaction is fair.

**Section 7. Subcommittees.** Subcommittees may be created as needed by the majority of the Task Force as determined by a quorum to conduct the business of the Task Force.

## **ARTICLE FOUR**

### Officers

**Section 1. Elections.** A Chair and Vice Chair shall be elected at the first regular meeting in each fiscal year, and shall serve until the first regular meeting in the following fiscal year.

The Chair elected to fill vacancies shall serve until the first regular meeting in the following fiscal year.

**Section 2. Chair.** The Task Force shall elect a Chair who shall conduct all meetings and business of the Task Force.

The Chair, being a co-equal member of the Task Force, shall in addition to presiding, have a right to participate in debate, and shall vote on all motions, and not only where the vote of the Chair would create or break a tie.

The Chair shall appoint Members to Subcommittees as necessary to achieve the goals of the Task Force.

**Section 3. Vice Chair.** The Task Force shall elect a Vice Chair who shall conduct all meetings and business of the Task Force in the Chair's absence.

**Section 4. Secretary.** The Task Force may elect one of its members as Secretary or hire a person, who shall in addition to other duties specified by the Task Force:

- (a) keep minutes of the meetings of the members in one or more books provided for that purpose;
- (b) see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; and,
- (c) bring a copy of these Bylaws to every meeting.

**Section 5. Coordinator.** The Task Force shall select, from a pool of eligible candidates, a Coordinator to act as liaison between the Gallatin County Commission and the Task Force and the general public. The Coordinator shall be paid a monthly stipend in an amount to be set by the County Commissioners. The Coordinator will have advisory powers but no voting authority. The Task Force Coordinator shall be approved by the Commission and shall in addition to other duties specified by the Task Force:

- a) Prepare an annual budget and monitor all financial transactions of the Task Force and present a monthly report to the Task Force. The Coordinator is authorized to approve all normal monthly maintenance and operating bills; and
- b) Shall act in the capacity of Secretary in the absence of an elected or appointed Officer; and
- c) Obtain statistics and information for the Annual Report. The Coordinator shall prepare the Annual Report for approval by the Members of the Task Force; and
- d) Implement programs and actively perform the directives of the Task Force; and
- e) Shall be available to speak and/or participate in all Task Force approved community projects and attend all Statewide and National DUI related meetings approved by the Task Force; and

- f) Shall act as an advisor to the Task Force with regard to public outreach, DUI education and DUI prevention; and
- g) Shall act as a spokesperson for the Task Force.

## **ARTICLE FIVE**

### Meetings

**Section 1. Annual Organizational Meetings.** The first regular meeting in each fiscal year and the meeting at which these Bylaws are initially passed shall be the annual organizational meeting to:

- a) receive new Members and have them take the oath of office;
- b) elect a Chair, Vice Chair and Secretary, if necessary; and
- c) approve an Annual Report to the Gallatin County Commissioners containing but not limited to:
  - (i.) and evaluation of the effectiveness of the program;
  - (ii) the number of arrests and convictions in the county for driving under the influence of alcohol and the sentence imposed for these convictions;
  - (iii) the number of alcohol-related traffic accidents in the county; and
  - (iv) any other information requested by the county governing body or considered appropriate by the Task Force; and
- d) approve a budget and a financial report for the fiscal year.

**Section 2. Meetings.** Meetings will be held as necessary. The Task Force meetings are open to the public. The Coordinator shall give notice by publication in the community meeting announcement section of a newspaper of general circulation in the County.

**Section 3. Special Meetings.** Special meetings shall be at the call of the Chair, the request of the County Commission, or the request of the Coordinator and two Members.

**Section 4. Quorum.** Three or more Members shall constitute a quorum for all meetings.

However, if there is less than a quorum, the Members present may take testimony, discuss matters, and make recommendations at the next meeting where there is a quorum.

**Section 5. Manner of Action.** AN act of a majority of the Members present at a meeting at which a quorum is present shall be the act of the Task Force, except where otherwise provided by law or by these Bylaws.

There is no proxy voting.

**Section 6. Parliamentary Procedure.** The Chair, being a co-equal member of the Task Force, shall in addition to presiding, have a right to participate in debate, and shall vote on all motions, and not only where the vote of the chair would create or break a tie.

A Motion, once stated and seconded, limits the debate to points relevant to the motion. Prior to a formal motion being stated, general discussion of, and the presentation of information relevant to an agenda item being considered is in order.

Before the consideration of any measure or the taking of any action, concerning which a public hearing has not been previously held, or will not be held, the Chair may allow members of the audience to be heard. No member of the audience may be heard during or after the Task Force discussion. The Chair may reasonably limit audience participation at any time.

Reconsideration of any action of the Task Force may be allowed at any time, upon motion of any member of the Task Force. In order to reconsider a previous action of the Task Force, a majority of those members present must vote to reconsider.

For all procedural matters not specifically covered in these Bylaws, the controlling parliamentary authority is *Robert's Rules of Order*, Newly Revised (Scott, McMillian, 1990 Edition).

**Section 7. Notice to Members of Meetings.** The Coordinator shall notify all Members of all meetings either in person, telephonically, or in writing. No special meeting shall be held unless diligent efforts have been made to notify all Members.

**Section 8. Open Meeting Requirements.** All meetings of the Task Force are open to the public in accordance with the Open Meetings laws of the State of Montana.

To comply with the spirit and intent of the Open Meeting Law, appropriate public notice shall be given by the Coordinator of all regular and special Task Force meetings.

**Section 9. Agenda.** Agenda items should be submitted to the Coordinator at least forty-eight (48) hours before a meeting. This rule may be suspended with the affirmative vote of a majority of the Members as the Task Force deems necessary to deal promptly and effectively with unforeseen issues.

**Section 10. Minutes.** Minutes of all Task Force meetings shall be kept by the Coordinator, Secretary or designee, and shall be signed by the member or Coordinator preparing the minutes and by the Chair after approval by the Task Force at the next meeting.

Minutes of all open meetings, and portions of meetings that are open to the public, shall be kept available for inspection by the public.

The Minutes need not have detailed reports of discussions but shall have all motions and a vote summary. The minutes should include the names of Members present, Members absent, staff and public present.

## **ARTICLE SIX**

### **Budget and Fiscal Year**

The Fiscal year begins on July 1<sup>st</sup> each year.

The Task Force shall consider, approve, and present for the consideration of the Gallatin County Commission, a preliminary budget on or before the first day of May each year.

## **ARTICLE SEVEN**

### **Amendments to Bylaws**

These Bylaws may be altered, amended or repealed and new bylaws may be adopted by the affirmative vote of five (5) of the Members present at any meeting, if at least two weeks written notice is given and posted of the intention to alter, amend or repeal or to adopt new bylaws at such meeting. Non-substantive changes to the Bylaws may be made by the Chair.

## **ARTICLE EIGHT**

### **Approval of Bylaws**

These Bylaws were approved \_\_\_\_\_.

END OF BYLAWS – EXCEPT FOR SIGNATURE PAGE

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Task Force Member

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ATTEST:

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Copies:      Gallatin County Commission  
                 Task Force Members  
                 County Attorney